



Grants.gov

A Message from the Assistant Secretary for Aging

This year the U.S. Department of Health and Human Services (HHS) is encouraging all discretionary grant applications to be submitted electronically at www.grants.gov. Grants.gov is a single, authoritative source for finding information on, and applying for, all competitive grant opportunities. Grants.gov includes more than \$350 billion in annual grants from 26 Federal agencies and enables grantors and the grant community to come together to make grants management easier and more efficient for everyone. State, local, and tribal governments, colleges and universities, non-profits and other organizations have the access they need through “grants.gov” to efficiently find grant opportunities in just one convenient online location – saving both grantors and the grant community time and money. Below I’ve listed just some of the reasons why I believe you will find it to your advantage to submit all of your future HHS grant applications via www.grants.gov.

- Your agency only needs to register once to be able to submit all future applications via Grants.gov.
- Applications are easy to access and download.
- Applications are simple to submit and are more accurate due to built-in error checking and editing functionality.
- Forms and all else necessary to submit an application are included on grants.gov.
- Submitting applications via Grants.gov ensures prompt receipt by AoA, avoiding delays sometimes experienced through postal or courier services.
- Grants.gov saves time and money – grantees no longer have to make and submit multiple copies or use limited resources on postage.
- Grants.gov is good for the environment – grantees will no longer have to waste paper.
- Grants.gov is well-liked by current users – the latest satisfaction survey shows 68% of users (and growing) report that the application process is better via Grants.gov.
- Over two-thirds of survey respondents reported that they prefer using Grants.gov to their original grant submission process.
- When problems have been encountered, the Grants.gov system is responsive and improvements continue to be made as customers provide feedback.

Check now to see if your agency or organization is already registered for Grants.gov. If not, go to www.grants.gov to begin the process. You can also go to our AoA website at <http://www.aoa.gov/doingbus/grants/procedures-grants.doc> for easy to understand registration procedures. Once you’ve registered, be sure to let everyone else in your organization know so they can take advantage of this great new program. For assistance, you may contact Grant.gov directly at 1-800-518-4726 or Arthur Miller at AoA at 202 357-3438 or Arthur.Miller@AoA.hhs.gov.

The complete registration process for Grants.gov can take up to two weeks, so don’t delay! Sign up now and enjoy the advantages.

Josefina G. Carbonell

Getting Started: AoA Procedures for Grants.Gov

Grants.gov allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Grants.gov is THE single access point for over 900 grant programs offered by the 26 Federal grant-making agencies. The [US Department of Health and Human Services is proud](#) to be the managing partner for Grants.gov, an initiative that will have an unparalleled impact on the grant community.

Note:

This year there is an Agency wide push for all competitive grant applications to be submitted electronically. Last year many potential grantees experienced up to two weeks to complete the following 6 [Get Started Steps](#) below. Now is the perfect time to begin this process to avoid the deadline crunch.

Get Started Step 1 – Register with Central Contractor Registry (CCR)

Your organization will also need to be registered with Central Contractor Registry. You can register with them online. This will take about 30 minutes. You should receive your CCR registration within 3 business days (**This may take up to as many as 10 to 14 business days**). Important: You must have a DUNS number from Dun & Bradstreet before you register with CCR. Many organizations already have a DUNS number. To investigate if your organization already has a DUNS number or [to obtain a DUNS number](#), contact Dun & Bradstreet at 1-866-705-5711. This will take about 10 minutes and is free of charge. Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov.

Note:

Your agency will also need an EIN number. The following link will provide information on how to obtain one. [Employer ID Numbers \(EIN\) - Where to Apply for an EIN](#)

Get Started Step 2 – Register with the Credential Provider

You must register with a Credential Provider to receive a username and password. This will be required to securely submit your grant application in Grants.gov. (**This may take up to as many as 3 to 5 business days**)

Note:

Grants.gov currently supports associating only one DUNS number per credential. A future enhancement is planned to provide the ability to assign multiple DUNS numbers to a credential.

Get Started Step 3 – Register with Grants.gov

The final step in the Get Started process is to register with Grants.gov. This will be required to submit grant applications on behalf of your organization. After you have completed the registration process, you will receive email notification confirming that you are able to submit applications through Grants.gov.

Get Started Step 4 – Log on to Grants.gov

After you have registered with Grants.gov, you can log on to Grants.gov to verify if you have registered successfully, to check application status, and to update information in your applicant profile, such as your name, telephone number, email address, and title. In the future, you will have the ability to determine if you are authorized to submit applications through Grants.gov on behalf of your organization.

Get Started Step 5 – Download an Application Package

Once you have located a grant opportunity for which you wish to apply, check to see if it is available to apply online through Grants.gov. You will need to enter the Funding Opportunity and/or CFDA number to access the application package and instructions. Access the [Grants.gov Programs List](#) to review CFDA numbers for programs with applications currently available on Grants.gov. In order to view application packages and instructions, you will also need to download and install a small, free program called [Pure Edge Viewer](#). This program will allow you to access, complete, and submit applications electronically and securely.

Note:

If you have a problem installing Pure Edge Viewer, it may be because you do not have security permissions to install a new program on your computer. Many organizations have rules about installing new programs. If you have a problem contact your system administrator.

Get Started Step 6 – Find Grant Opportunity for which you would like to Apply

Start your search for Federal government-wide grant opportunities and register to receive automatic email notifications of new grant opportunities as they are posted to the site by accessing the [Find Grant Opportunities](#) tab at the top of the page.

This Grants.gov [Help](#) link will take you directly to Grants.gov. For additional sources of assistance, access customer support by clicking on the Help button in the upper right-hand corner of the Grants.gov web-site.